

## National Social Inclusion Foundation

### SCHEME OF SERVICE

<b>POST</b>	Capacity Building Officer
<b>SALARY:</b>	Rs 30350 x 850 – 31200 x 980 – 35120 x 1130 – 39640 x 1300 – 44840 x 1500 – 50840 x 1730 – 57760 x 1990 – 65720 x 2290 +70300+70300
<b>TRAVELLING ALLOWANCE:</b>	Rs 12,000 Monthly
<b>PHONE ALLOWANCE</b>	Rs 1,100 Monthly
<b>QUALIFICATIONS</b>          <b>EXPERIENCE/SKILLS</b>	<p>Candidates should possess: -</p> <ul style="list-style-type: none"><li>• A Degree in Management or Social Sciences from a recognized institution or equivalent qualifications acceptable to the Foundation.</li></ul> <p>Candidates should have: -</p> <ul style="list-style-type: none"><li>• At least 3 years' experience in the implementation of capacity building programmes.</li><li>• Experience in monitoring and evaluation of capacity building program would be an advantage.</li><li>• Good communication and interpersonal skills.</li><li>• Ability to work in teams and be result oriented.</li><li>• Good It Skills and ability to operate simple access based software.</li><li>• Be computer literate.</li></ul>

<b>DUTIES &amp; RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. To assist in the development and implementation of a capacity development strategy for NSIF.</li> <li>2. To assist in the design and delivery of NSIF Capacity Building Programmes.</li> <li>3. To assist in the follow up of Capacity Building Programmes through fields visits to collect data, check progress, identify constraints, propose improvements and submit regular feedback reports.</li> <li>4. To assist in the coordination and monitoring of all NSIF Capacity Building Programmes</li> <li>5. To perform such other cognate duties as may be assigned by the Secretary General.</li> </ol>
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***June 2023***